Saskatchewan
Apprenticeship and
Trade Certification
Commission

Annual Report
2000-2001

Saskatchewan
Apprenticeship and Trade
Certification Commission

The annual report of
Saskatchewan
Apprenticeship and Trade
Certification Commission
for the period
July 1, 2000 to June 30, 2001

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Saskatchewan

Apprenticeship and
Trade Certification
Commission

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October 19, 2001

The Honourable Dr. Lynda M. Haverstock
Lieutenant Governor
Province of Saskatchewan
4607 Dewdney Avenue
REGINA SK S4P 3V7

Your Honour:

I have the honour to present the Saskatchewan Apprenticeship and Trade Certification Commission annual report for the year ending June 30, 2001. The financial statements included in the report were prepared in accordance with *The Apprenticeship and Trade Certification Act, 1999.*

Respectfully submitted,

Pat Lorjé
Minister Responsible for the Saskatchewan
Apprenticeship and Trade Certification Commission

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THE COMMISSION

A Message from the Commission Board Chairperson

Paul McLellan

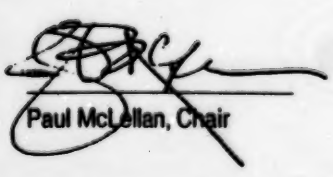
It is my pleasure to present the annual report of the Saskatchewan Apprenticeship and Trade Certification Commission for the year ending June 30, 2001. July 2000 through June 2001 was the first full year of operations for the Commission. The Commission was established October 1, 1999, and represents a new public and private sector partnership.

It has been a year of important transitions for apprenticeship in Saskatchewan. A new industry-led Board was appointed during the year. For the first time, industry, which includes both employers and employees, selected its representatives to the Commission Board. Industry representatives comprise the majority of the Commission Board members. My colleagues and I were selected by five industry sector groups and appointed to the Commission Board by the Provincial Government.

The new Board has undertaken many important initiatives in its first year. We have established an effective committee structure and are actively building a Board governance culture within the Commission. During the year past, the Board conducted a successful search for a Chief Executive Officer. Bob Guthrie was appointed the first permanent CEO of the Commission on January 1, 2001. Our 44 newly appointed Trade Boards, with over 245 employers and employees, became actively engaged with important issues related to their trades. In June, the Commission Board met with representatives of all the Trade Boards to consult about revenue generation and other apprenticeship issues.

We face constant new challenges in apprenticeship, and have made significant progress this year. I extend my thanks to my colleagues on the Commission Board and Trade Boards for their hard work and dedication to our work-based training and certification system. This is an occasion to acknowledge the important role Board members perform in developing and maintaining industry standards in the apprenticeship trades.

On behalf of my colleagues on the Commission Board, Trade Boards and the apprenticeship industry in general, I wish to extend my appreciation to the former Provincial Apprenticeship Board members who served as the first interim Commission Board. I also wish to thank our partners in Government, and particularly in Post-Secondary Education and Skills Training, for their past support and continuing contribution to apprenticeship.



Paul McLellan, Chair

A Message from the Chief Executive Officer

R. D. (Bob) Guthrie

The apprenticeship system experienced another year of dynamic growth and progress in 2000-01. The number of registered apprentices in Saskatchewan reached an historic high of nearly 5400. This year, the Commission issued journeyperson certification to another 950 Saskatchewan men and women.

The prospects for continued growth are good, considering the need for new tradespeople to replace the retiring skilled labour force. At the same time, the generally heightened emphasis on training and certification is bringing more industry groups into the apprenticeship system. Employers and employees confidence in our work-based training and certification system is demonstrated by the increased number of designated trades and the growth in the number of apprentices by 50% over the past five years.

The Commission made significant progress this year on a number of important issues. The report which follows sets out the range and scope of Commission activities. Two initiatives warrant special mention.

Extensive consultations this year regarding the funding of apprenticeship created a remarkable consensus among industry and other stakeholders with respect to our future direction on revenue generation. Also noteworthy was the announcement in the Provincial budget this spring of targeted funding for Aboriginal apprenticeship initiatives. This funding gives a new impetus to the Commission's already considerable efforts and success in improving equity group members' participation in apprenticeship.

I would like to thank the new Commission Board for its service to the apprenticeship system, as well as the assistance and direction it has provided to me. I am also grateful to the interim Commission Board members (the former Provincial Apprenticeship Board) for their leadership of the apprenticeship renewal initiative that led to the creation of the Commission. In particular, I wish to acknowledge the outstanding contribution of the retired Chair, George Pellerin. Mr. Pellerin, who passed away recently, served apprenticeship in many capacities, including seventeen years as Board Chair.

And finally, I want to recognize the hard work and dedication of staff that has been key to the success of the Commission. The services that the Commission provides through its staff are cornerstones of economic and social well-being for thousands of businesses and tradespeople in Saskatchewan. As we reflect on the achievements of the past year, it is fitting to remember all the people whose efforts have made our success possible.

R.D. (Bob) Guthrie, CEO

Saskatchewan Apprenticeship and Trade Certification Commission

VISION

To lead a training and certification process that results in an enhanced social and economic environment encompassing personal achievement, public awareness and protection, and a skilled, productive and competitive society.

MANDATE

To create a relevant, accessible and responsive apprenticeship training and certification system to meet employers' and employees' needs and priorities. The Commission delivers this mandate under the framework of *The Apprenticeship and Trade Certification Act, 1999* and *The Apprenticeship and Trade Certification Regulations.*

PROGRAMS AND SERVICES

Programs and services include career awareness, trades designation, industry occupational standards, curriculum and examination development, apprentice registration and documentation, training scheduling and purchase, testing, certification and compliance.

OPERATING PRINCIPLES

The Commission is guided by the following principles and values in how it works internally and with its clients:

- ***Industry-Focus:*** Industry has a direct and active role in the direction and governance of the apprenticeship system.
- ***Partnerships:*** Alliances of stakeholders are encouraged to strengthen the apprenticeship system.
- ***Responsive:*** Assistance and services are provided to industry, partners and clients in a pro-active, timely and efficient manner.
- ***Teamwork:*** Combined efforts in an environment of trust, respect and collaboration produce quality results.
- ***Communication:*** A two-way regular, clear and concise information flow is essential to ensure quality service.
- ***Accountable:*** The apprenticeship system must produce a skilled certified workforce; be outcomes-based and accountable to individuals, industry and government through performance measurement and regular reporting. Standards must be clearly defined and maintained in training and the workplaces throughout the province.

THE COMMISSION ADDS VALUE TO SOCIETY BY:

- ensuring standards are met
- providing training and certification
- supporting career development
- increasing employability
- increasing worker mobility enhancing public protection

The Commission Board of Directors

Saskatchewan's *Apprenticeship and Trade Certification Act 1999* establishes the Commission as an Agent of the Crown reporting to the Minister of Post-Secondary Education and Skills Training with an industry-led board, plus representation from trainers, under-represented groups and government.

The Apprenticeship and Trade Certification Act 1999 authorizes the Commission to manage the Apprenticeship and Trade Certification system. This includes:

- designating trades for apprenticeship training and certification;
- generating, retaining and expending revenues;
- registering apprentices and journeypeople, monitoring their training and providing certification of skill levels achieved;
- determining and charging fees for products and services;
- entering into agreements for training delivery; and representing Saskatchewan on interprovincial initiatives.

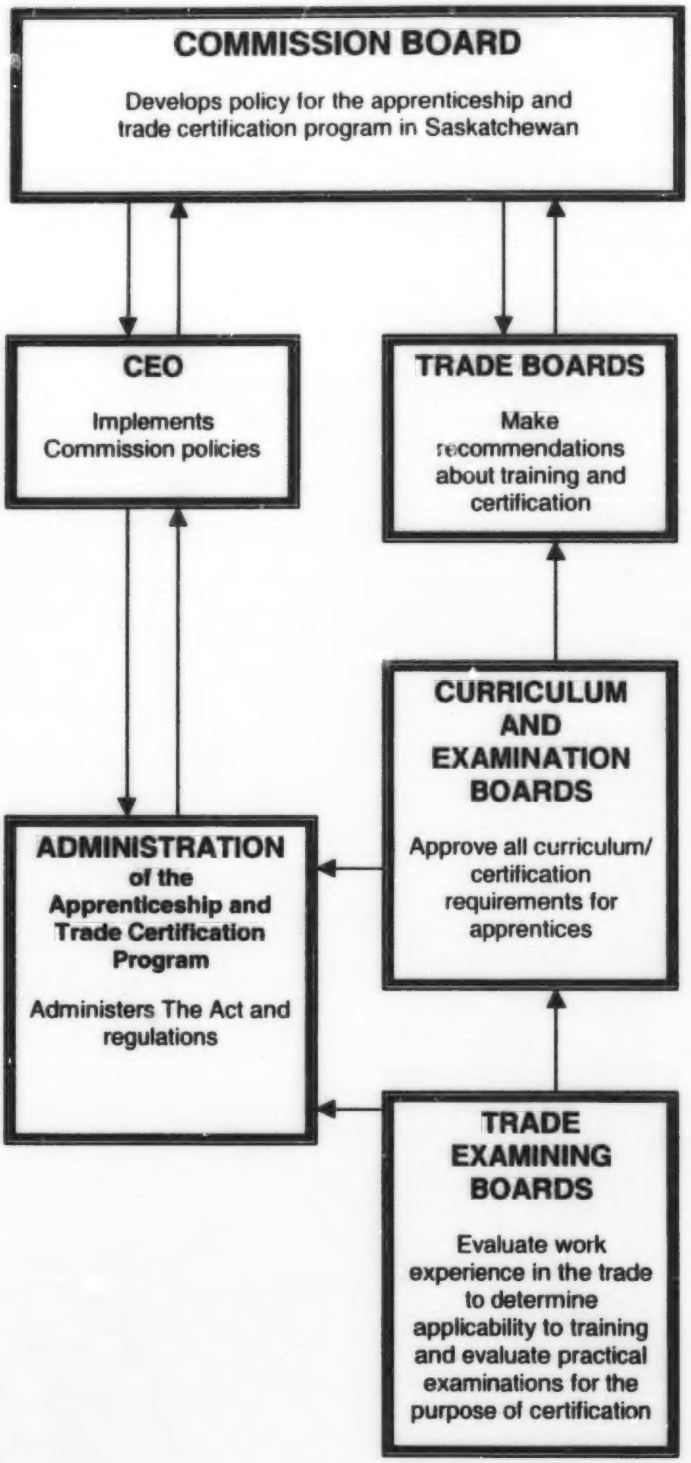
The new Act gives the Commission the authority to make regulations to ensure the efficient and effective operation of the apprenticeship system to meet the needs of industry in a timely manner.

The Act ensures accountability to both industry and government.

Saskatchewan Apprenticeship and Trade Certification Commission Board Members
October 24, 2000 – October 24, 2003

Agriculture Sector Employees	*Marla Benell*
Agriculture Sector Employers	*Keith Johns*
Construction Sector Employees	*Garth Ivey*
	Robert Todd
Construction Sector Employers	*Paul McLellan*
	Brent Waldo
Mining/Manufacturing/Maintenance Sector Employees	*Patrick Therrien*
Mining/Manufacturing/Maintenance Sector Employers	*William Henderson*
Motive Power/Mechanical Repair Sector Employees	*Helmut Sieh*
Motive Power/Mechanical Repair Sector Employers	*Don Jones*
Tourism/Hospitality/Service Sector Employees	*Marion Schultz*
Tourism/Hospitality/Service Sector Employers	*Claude Marcotte*
First Nations People	*Vacant**
Métis People	*Geordy McCaffrey*
Northern Saskatchewan	*Stew Mayotte*
Visible Minorities	*Baraza Kilobi*
Women	*Marral Eberts*
SIAST	*Dennis Anderson*
Government	*Dr. Margaret Lipp*
	G. Wayne McElree
Commission Chairperson	*Paul McLellan*
Commission Vice-Chairperson	*Robert Todd*

** D. Lyle Bear resigned August 18, 2001*


COMMISSION BOARD
Develops policy for the apprenticeship and trade certification program in Saskatchewan
CEO
Implements Commission policies
TRADE BOARDS
Make recommendations about training and certification
CURRICULUM AND EXAMINATION BOARDS
Approve all curriculum/ certification requirements for apprentices
ADMINISTRATION of the Apprenticeship and Trade Certification Program
Administers The Act and regulations
TRADE EXAMINING BOARDS
Evaluate work experience in the trade to determine applicability to training and evaluate practical examinations for the purpose of certification

Areas of Responsibility

ADMINISTRATION of the Apprenticeship and Trade Certification Program

Administering The Act and regulations includes the following activities:

- Administrative support for registration and record keeping
- Assessment of work experience and prior learning
- Administrative support/ facilitation of board activities
- Development of training schedule; implementation of training
- Development and administration of examinations
- Administration of certificates
- Monitoring of program and regulations through employer visitations
- Administration of apprentices' allowances for technical training
- Partnerships with various sectors of industry and government
- Development and implementation of provincial programming/ special initiatives
- Participation and leadership to apprenticeship activities through interprovincial initiatives
- Development and implementation of program promotion /awareness materials and campaigns
- Implementation of financial, management and human resource issues

HIGHLIGHTS OF 2000-2001

Overview

Apprenticeship training leads to certification in a designated trade.

- In Saskatchewan, there are 46 designated trades. Four of the trades require compulsory apprenticeship.
- As of June 2001, there were 5306 apprentices registered in the system: 4305 male and 1001female apprentices.
- 2855 apprentices accessed technical training during 2000-2001.
- 148 individuals attended upgrading courses; 322 individuals attended updating and special courses addressing technological change and processes.
- 950 journeyperson certificates were issued in Saskatchewan from July 1, 2000 to June 30, 2001.

Industry plays a primary role in the delivery of the apprenticeship program.

- Employers hire and register apprentices, and provide journeyperson supervision to apprentices.
- Apprentices spend approximately 80% of their training time working on the job, learning the knowledge and skills of the trade from a certified journeyperson.

Apprenticeship is a partnership of industry (both employers and employees), government, education and training institutions.

- Saskatchewan's new Apprenticeship and Trade Certification Act 1999 was proclaimed on October 1, 1999 and the Saskatchewan Apprenticeship and Trade Certification Commission was created.
- Saskatchewan's Apprenticeship and Trade Certification Commission is an innovative public and private sector partnership.
- 44 Trade Boards (260 members) have been appointed to assist the Commission administer the apprenticeship and trade certification program in Saskatchewan. Current boards include Trade Boards, Curriculum and Examination Development Boards and Trade Examining Boards.

Journeyperson requirements for certification in Saskatchewan are two-fold:

1) work experience is to have been broad and in-depth. Work experience is based on criteria which has been developed by industry.
2) apprentices/tradespersons are required to pass examinations with a mark of 70%. Trade examinations are developed and validated by industry, and administered by the Saskatchewan Apprenticeship and Trade Certification Commission.

Goals

1. **Industry-Led:** ***Industry provides effective leadership in the apprenticeship system.***

As of June 30, 2001 there are 5306 apprentices (male: 4305; female: 1001) registered in 46 designated trades. This is a decrease of 61 apprentices (.01%) over the last year.

Technical training was provided for 2855 apprentices in 2000-2001, compared with 2764 apprentices in the previous year, and increase of .03%. According to the four levels of apprenticeship, the distribution for 2000-2001 is as follows: first year: 794 apprentices; second year: 721 apprentices; third year: 773 apprentices; and fourth year: 567 apprentices.

148 individuals attended upgrading courses; 322 individuals attended updating and special courses addressing technological change and processes.

Designation: Applications for trade designation for Outdoor Power Equipment Technician, Scaffolder, and Cabinet Maker are in process.

New Office Location: The Apprenticeship and Trade Certification Commission Head Office moved to its own facility at 2140 Hamilton Street in Regina on February 1, 2001.

2. **Quality Service:** ***The Commission provides quality program and service delivery and maintains standards to meet the needs of employers, workers and public.***

Allowances: Two types of allowances are available to employment insurance (EI) eligible apprentices while they attend technical training courses. Apprentices who live away from home while attending technical training are eligible for a "living away from home allowance". Apprentices who are not eligible for employment insurance, but who had an EI claim in the past three years, are eligible for a "living allowance".

During the 2000-2001 academic year approximately 1720 apprentices received allowances totaling $1.3 million.

Client Services: Primary training for the trades takes place at the work place. Employers provide detailed information on the work that individuals perform at the work place and submit documents for assessment. The commission staff performed 14 500 work place assessments during 2000/01, ensuring industry standards are met by individuals and apprentices. Field consultants also inspected 650 industry workplaces throughout the province.

During this reporting year, the Commission provided service to 6615 apprentices in the various sectors:

- Agriculture: 105
- Construction: 2519
- Mining/Manufacturing/Maintenance: 1608
- Motive Power/Mechanical Repair: 1381
- Tourism/Hospitality/Service: 1002

Program Development: Three program development officers are responsible for curriculum and program development. Responsibilities range from developing national occupational analyses to maintaining examination statistics. Much of this development process involves meeting with provincial and national industry representatives to identify, assess, develop and implement training and certification guidelines.

Examination Process: Entrance, Diagnostic, Placement/Level, Practical, Provincial Journeyperson, Endorsement/Proficiency examinations and Interprovincial Item Banks are updated and refined throughout the year. The examination process includes an appeals/review process and the maintenance of examination statistics.

Curriculum Development: The trade designation application process, trade human resources plans, apprentice on-the-job training guides, and numerous program and trade specific materials, are developed based on National and Provincial Occupational Analyses and Tables of Specifications for each designated trade. Promotional awareness materials are also developed and maintained.

Program development officers met with members of the trade boards, and curriculum and examination development boards on 117 occasions throughout the past year.

Interprovincial Certification and Mobility of Tradespeople: Ensuring the development and implementation of national standards and interprovincial certification requires a number of processes and takes approximately one person year to accommodate. Responsibilities include Occupational Analyses review/validation; Interprovincial Journeyperson (IP) Examination validation; Interprovincial Standards Examination Committee meetings; Interprovincial Computerized Examination Management System (ICEMS) Working Group meeting to develop and implement a national computerized examination system; ICEMS Examination Item Banks; and ICEMS Data Mart meetings to determine labour market information.

Equity Participation in Apprenticeship: The Commission is working to improve access and success in apprenticeship for members of the equity groups. From July 1, 2000 to June 30, 2001, 1439 apprentices from equity seeking groups were registered to participate in the apprenticeship training system: 386 aboriginal persons; 12 persons of visible minority; 40 individuals with disabilities; 1001 women (248 are in predominantly male occupations).

Members of underrepresented groups participating in the apprenticeship system represent approximately 27% of registrations: women 17.6% (18.5% in the cook and cosmetology trades, and 4.6% in predominantly male occupations); members of visible minorities .02%; people with disabilities .07%; and people of Aboriginal descent 7.2%.

Saskatchewan Apprentice Registrations of Underrepresented Groups*
1995-96 to 2000-2001

Year	Total Number of Equity Members	Number of Women	Number of Women in Predominantly Male Occupations	Number of Aboriginal People	Number of Visible Minority People	Number of People with Disabilities
1996		385	64			
1997		465	91			
1998		560	149			
1999		696	180			
2000	1117	951	227	229	7	19
2001	1439	1001	248	386	12	40

* Numbers represent apprentices to 06/30/0 that self-declare.

Alternate Training Delivery Methods: Emphasis has been placed on strengthening and maintaining partnerships to deliver innovative and flexible technical training to meet the varying needs of industry.

- Technical training for *crane and hoist operators* was delivered through distance delivery over several months with five weekends of classroom instruction. Delivery of training *for boom truck operators* was taken to various centres throughout the province such as Estevan, Kindersley and Lloydminster. *Carpenter* training was delivered in LaRonge and training for *cooks* was delivered in Meadow Lake and Prince Albert.
- In a pilot project, the Saskatchewan Indian Institute of Technology (SIIT) delivered level 1 *carpenter* training in Saskatoon.
- *Machinist, steel fabricator and welder* apprentices attended technical training on an extended day format. This format was implemented to accommodate the growing number of apprentices in these trades.
- Training for *roofer* apprentices was delivered at the workplace over the course of several months. Continual monitoring of the training was conducted by Woodland Campus.
- Training for the newly designated trade of *electronic assembler* was delivered for the first time at SIAST Kelsey Campus.
- The *electrician* trade used on-line delivery for the theory portion of the course. Apprentices logged on one day a week over ten months for the delivery of theory; practical labs were delivered at the institute. This reduced the amount of time apprentices were away from home.

High School to Apprenticeship: This partnership provides credit in apprenticeship for equivalent training and experience acquired at the high school level. Articulation of practical and applied arts courses to apprenticeship in welding, autobody repair and professional cooking have been completed. Electricity, carpentry, machinist, and motor vehicle mechanical repair are nearing completion. Graduates of an articulated high school program qualify to access both time and training credit in apprenticeship.

Interprovincial Standards "Red Seal" Program: Saskatchewan continues to take a leadership role in interprovincial apprenticeship activities. Implementation of the *Agreement on Internal Trade* that addresses the issue of labour mobility across Canada, has heightened the importance of the Interprovincial Standards 'Red Seal' Program.

The Canadian Council of Directors of Apprenticeship (CCDA) has been given authority by the Forum of Labour Market Ministers to develop and implement a national computerized examination question bank for all Red Seal trades. This project is known as the Interprovincial Computerized Examination Management System (ICEMS).

ICEMS has two major components: the creation of the examination banks themselves, and the software to operationalize the project across Canada. Saskatchewan is responsible for item development in five trades. Saskatchewan chairs the ICEMS working group responsible for the overall management of the item development process.

Saskatchewan also provides leadership in interprovincial activities through its coordination of CCDA's Promotion, Marketing and Information Committee Working Group.

3. **Partnerships:** ***Partnerships are established and maintained to grow and add value to the apprenticeship system.***

Training Agreements: Protocol training agreements have been signed and form the basis for operations with Western Trade Training Institute, SaskPower, and Saskatchewan Institute of Applied Science and Technology (SIAST).

Saskatchewan Tourism Education Council (STEC): The Apprenticeship and Trade Certification Commission certifies apprentices who have completed STEC certification and a number of Train the Trainer and OH&S courses in the Food and Beverage Person and Guest Services Representative trades. Apprentices must also complete 100 hours hotel audit work experience for Guest Services Representative.

Career Construction Development Project (CCDP): CCDP is a partnership involving industry, SIAST, the Apprenticeship and Trade Certification Commission and the aboriginal community. The projects in Regina and Saskatoon prepare aboriginal learners for jobs in the construction sector. The Apprenticeship and Trade Certification Commission is represented on both CCDP steering committees.

Saskatchewan Indian Institute of Technologies (SIIT): The Commission has awarded joint training committee status to SIIT. This year SIIT delivered one level 1 carpenter apprenticeship program to aboriginal apprenticeship learners. SIIT is the project manager of the Construction Career Development projects in Saskatoon and Regina.

Dumont Technical Institute: The Commission is working with DTI to establish a joint training committee to facilitate the training and certification of Métis people in apprenticeship occupations.

Saskatchewan Women in Trades and Technology(SaskWITT): The Apprenticeship and Trade Certification Program encourages and supports initiatives for women in predominantly male occupations. In a carpenter pilot project ending in 2000, four women graduated from level 4 apprenticeship.

Skills Canada Saskatchewan: The Commission continues to provide funding and support for increased awareness of the apprenticeship and trade certification program to youth through leadership activities and skill competitions through Skills Canada Saskatchewan. Congratulations to apprentices Mel Janzen (industrial wiring) and Cory Mohr (carpenter) who achieved gold standing in the 2000-2001 National Skills Canada Competitions in Edmonton in June 2001.

Northern Apprenticeship Committee (NAC): NAC's mandate is to promote and coordinate an apprenticeship training program flexible enough to meet the unique challenges of the northern labour market, while maintaining the industry-set standards of the apprenticeship training system. NAC provides greater opportunities for people in northern Saskatchewan to find longer periods of employment and to progress through apprenticeship training more quickly. NAC also helps contractors and businesses to locate trained northern trades workers through a central registry. NAC membership includes the Commission, training agencies, construction associations, Aboriginal agencies, and provincial and federal governments.

4. **Funding:** ***Stakeholders in the apprenticeship system provide equitable and sustainable investments.***

The Commission receives an annual grant from the department of Post-Secondary Education and Skills Training for operations and the purchase of training. Additional revenue is received through the collection of fees.

Revenue generation: The Commission developed a proposal to increase revenue generation to 10% of its budget over five years. Extensive consultations with all stakeholders occurred during the year. The revenue generation plan, which proposes a variety of new fees and adjusts existing fee levels, will be considered for approval in 2001-2002.

5. **Corporate performance:** ***The Commission is a quality organization with sufficient resources to achieve its vision.***

Board Activity: The Commission board and the 44 trade boards meet regularly to provide direction to the Commission administration and to the apprenticeship and trade certification program.

Each trade board met during 2000-2001. An additional session concerning revenue generation was held in May 2000 for all trade board members.

Each trade will develop its own human resource plan. Planning stages of this project commenced in 1999-2000 with a search for available labour force data. The project will be scaled up over the next two years to meet legislative requirements.

Committees: The Commission Board implemented a committee structure to develop recommendation for strategic policy. The committees are: Executive Committee, Equity Committee, Finance committee, Sustainable Funding Committee, and Standards Committee.

Integrated Accountability Framework: The Commission made further progress towards aligning its planning, evaluation and reporting activities with the standards set by the government's integrated accountability framework.

PSEST Sector Plan: The Commission participated in the development of a Post-Secondary Education and Skills Training Sector Plan.

Communication/Promotion/Marketing:
The Commission's communication strategy is addressing the role of the apprenticeship training culture. Through consultation with the various stakeholders of apprenticeship, a *communication strategy* for the Apprenticeship and Trade Certification program has been developed and implemented. Promotional materials have focused on creating an awareness of trades as a career option, targeting youth, employers, aboriginal people and residents of northern Saskatchewan through brochures, posters, and radio, print and bus advertisements. Particular focus was given to specific print materials for high school administrators and guidance counsellors, employers, journeypersons, and apprentices.

Apprenticeship personnel participated in more than 80 trade shows and high school career days.

More information about the apprenticeship and trade certification program can be achieved through the new toll free number 1-877-363-0536, or by visiting our web site at www.sasknetwork.gov.sk.ca.

FINANCIAL HIGHLIGHTS OF 2000-2001

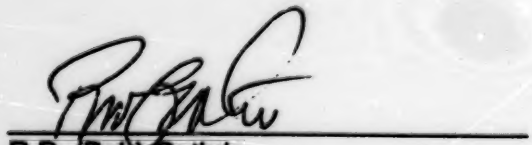
Management Report

September 24, 2001

The financial statements have been prepared by management in accordance with generally accepted accounting principles. The management of the Commission has been assisted in the preparation of these statements by financial officers of the Saskatchewan Department of Post-Secondary Education and Skills Training.

Management has ensured that the financial statements are presented fairly in all material respects. Management maintains a system of internal controls over accounting and administrative practices to ensure that the information presented is accurate and reliable. These measures provide reasonable assurance that transactions are recorded and executed in compliance with legislation and required authority, and assets are adequately safeguarded.

The Commission Board is responsible for reviewing and approving the financial statements and ensures that management fulfills its responsibilities for financial reporting. The financial statements have been audited by the Provincial Auditor of Saskatchewan, whose report follows.



R.D. (Bob) Guthrie
Chief Executive Officer

SASKATCHEWAN

Provincial Auditor Saskatchewan

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Regina, Saskatchewan
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AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan

I have audited the statement of financial position of the Saskatchewan Apprenticeship and Trade Certification Commission as at June 30, 2001 and the statements of operations and accumulated surplus, and cash flows for the year then ended. The Commission's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Commission as at June 30, 2001 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Regina, Saskatchewan
September 24, 2001

Fred Wendel, CMA, CA
Acting Provincial Auditor

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
STATEMENT OF FINANCIAL POSITION
As at June 30, 2001

	2001	2000
Financial Assets:		
Due from General Revenue Fund (Note 3)	$ 912,591	$ 1,664,116
Accounts Receivable	54,721	339,382
Prepaid Expenses	78,986	7,460
Total Financial Assets	1,046,298	2,010,958
Liabilities:		
Accounts Payable and Accrued Liabilities	101,190	1,725,424
Accrued Vacation Leave	92,993	96,009
Deferred Revenue - ICEMS (Note 7)	180,455	-
Total Liabilities:	374,638	1,821,433
Accumulated Surplus	$ 671,660	$ 189,525
Accumulated Surplus Represented by:		
Accumulated Revenue over Expense	736,649	218,398
Less Tangible Capital Assets (Statement 4)	(64,989)	(28,873)
	$ 671,660	$ 189,525

(See accompanying notes to the financial statements)

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
For the Year Ended June 30, 2001

	Budget	2001	2000 (9 months)
Revenue:			
Grants - General Revenue Fund	$ 8,766,000	$ 9,113,544	$ 5,387,517
Client Fees	157,893	153,442	74,692
Federal Contribution Agreement -ICEMS (Note 7)	3,144,168	2,316,516	377,755
Industry Contributions	-	991	-
Products and Services	-	3,439	-
Interest	82,336	76,107	46,769
Total Revenue	$ 12,150,397	11,664,039	5,886,733
Expenses:			
Salaries	1,756,552	1,660,012	1,265,900
Program Contractual Services	6,460,000	6,314,117	3,536,653
Amortization Expense	23,000	22,574	9,603
Other Contractual Services	85,766	60,234	82,335
Honorariums, Board Expenses	135,487	175,216	95,248
Travel	166,147	169,713	139,082
System Consulting - ICEMS (Note 7)	3,144,169	2,316,516	400,565
Telephone Expense	49,800	54,206	36,916
Advertising and Printing	45,809	66,825	26,087
Space Rental	126,994	128,375	39,465
Equipment Rental	25,642	19,762	13,853
Office Supplies	40,162	53,542	21,149
Postage, Courier, Freight	38,988	51,059	1,479
Products for Resale	-	3,171	-
Other	36,650	50,466	-
Total Expenses	12,135,166	11,145,788	5,668,335
Excess of Revenue over Expenses	15,231	518,251	218,398
Net (increase) in Tangible Capital Assets	(32,600)	(36,116)	(28,873)
Surplus for the year	(17,369)	482,135	189,525
Accumulated Surplus, beginning of year	$ 189,525	$ 189,525	-
Accumulated Surplus, end of year	$ 172,156	$ 671,660	$ 189,525

(See accompanying notes to the financial statements)

Statement 3

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2001

	2001	2000 (9 Months)
Cash Flows from Operating Activities:		
Cash Receipts from General Revenue Fund	$ 9,064,487	$ 5,347,937
Cash Receipts from Government of Canada - ICEMS (Note 7)	2,503,767	100,000
Cash Receipts from Province of Quebec - ICEMS (Note 7)	113,314	-
Cash Receipts from Clients	153,052	73,492
Interest Received	77,947	24,722
Industry Contributions	784	-
Products and Services	3,439	-
Funds Held in Trust	(19,376)	-
Cash Paid to Suppliers and Employees	(6,252,969)	(1,557,870)
Cash Paid to Provide Program Services	(6,337,279)	(2,285,689)
Cash Flows from Operating Activities	(692,834)	1,702,592
Cash Flows from Investing Activities:		
Purchase of Capital Assets	(58,691)	(38,476)
Cash Flows from Investing Activities:	(58,691)	(38,476)
Increase in Cash	(751,525)	1,664,116
Due from General Revenue Fund, beginning of year	1,664,116	-
Due from General Revenue Fund, end of year	$ 912,591	$ 1,664,116

(See accompanying notes to the financial statements)

Statement 4

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
STATEMENT OF TANGIBLE CAPITAL ASSETS
For the Year Ended June 30, 2001

	2001					2000 (9 months)
	Leasehold Improvements	Office Furniture	Office Equipment	Computer Hardware	Total	Total
Opening costs	$ -	$ -	$ 317	$ 38,159	$ 38,476	$ -
Additions during the year	26,548	1,591	5,890	24,662	58,691	38,476
Closing cost	26,548	1,591	6,207	62,821	97,167	38,476
Opening accumulated amortization	-	-	63	9,540	9,603	-
Annual amortization	5,310	318	1,241	15,705	22,574	9,603
Closing accumulated amortization	5,310	318	1,304	25,245	32,178	9,603
Net Book Value of Tangible Capital Assets	$ 21,238	$ 1,273	$ 4,903	$ 37,576	$ 64,989	$ 28,873

(See accompanying notes to financial statements)

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2001

1. Description of Business

The Apprenticeship and Trade Certification Commission (the Commission) was established as an entity by The Apprenticeship and Trade Certification Commission Act, 1999 effective October 1, 1999.

The Commission is an industry-led agency with a mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of the Commission is to develop industry occupational standards in apprenticeship trades and to provide services to employers and tradespersons supporting certification based on those standards.

2. Significant Accounting Policies

These financial statements have been prepared using accounting principles appropriate for the public sector and reflect the following significant accounting policies.

a) The Basis of Accounting
The accounts were prepared on the accrual basis of accounting.

b) Revenue
The revenue of the Commission consists of monies provided by the Department of Post-Secondary Education and Skills Training (PSEST) to operate the Commission and train apprentices, fees charged to apprentices, monies collected from the sale of products and services and interest revenue. Revenue is recorded when received or receivable.

Federal funds are recognized as revenue in the year in which the related expenditures are incurred.

c) Expenses
Expenses represent the cost of resources consumed during the period of operations. Expenses include a provision for the amortization of tangible capital assets purchased during the period.

d) Tangible Capital Assets
Tangible capital assets were transferred to the Commission from the Department of Post-Secondary Education and Skills Training on October 1, 1999. These assets were fully depreciated at that time, carrying no book value.

Tangible capital asset purchases are recorded at cost. The cost and related accumulated amortization of items retired or disposed of are removed from the records and any gains or losses are included in the Statement of Operations and Accumulated Surplus.

Amortization is recorded on tangible capital asset purchases on a straight-line basis over their estimated useful lives as follows:

- Office Equipment 5 years
- Office Furniture 5 years
- Computer hardware 4 years
- Leasehold Improvements 5 years

e) Net Increase in Tangible Capital Assets
The net increase in tangible capital assets represents adjustments required to report the surplus on an expenditure basis.

3. **Due from the General Revenue Fund**

The Commission's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan

Earned interest is calculated and paid by the General Revenue Fund on a quarterly basis into the Commission's bank account using the Government's thirty day borrowing rate and the Commission's average daily bank account balance. The average rate for the period July 1, 2000 to June 30, 2001 was 5.36% (1999-2000 – 5.07%).

4. **Related Party Transactions**

These financial statements include transactions with related parties. The Commission is related to all Saskatchewan Crown agencies, such as departments, corporations, boards, and commissions under the common control of the Government of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. In addition, the Commission pays Provincial Sales Tax to the Saskatchewan Department of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

The Commission has not been charged with any administrative costs associated with the provision of administrative services provided by the Department of Post-Secondary Education and Skills Training and no provision for such costs is reflected in these statements. These costs are borne by the Department. Also, the Department paid for the employee benefits of the Commission.

Other transactions with related third parties and amounts due to/from are described separately in the financial statements and notes thereto.

5. **Financial Instruments**

The Commission's financial instruments include due from the General Revenue Fund, accounts receivable, prepaid expenses, accounts payable and accrued liabilities, accrued vacation leave, and deferred revenue. The carrying amount of these instruments approximates fair value due to their immediate or short-term maturity. These instruments have no interest or credit risk.

6. **Operating Lease**

The Commission entered into a lease agreement for rental of office space at 2140 Hamilton Street. The annual lease payments agreed to are:

2001-2002 - $116,400
2002-2003 - $116,400
2003-2004 - $116,400
2004-2005 - $116,400
2005-2006 - $ 67,900

The lease agreement expires January 31, 2006.

7. **Interprovincial Computerized Examination Management System (ICEMS)**

The Commission entered into an agreement with the Federal Government for the development of the Interprovincial Computerized Examination Management System (ICEMS). The Commission has also received funds from the Province of Quebec for the development of ICEMS. Revenue and expenses for the ICEMS project are recorded on the accrual basis of accounting. Deferred revenue consists of monies received for the ICEMS project in excess of the expenses incurred on the project at the end of the fiscal year.

APPRENTICESHIP STATISTICS

INDENTURES, COMPLETIONS AND CANCELLATIONS BY TRADE 2000-2001

Trade	Number of Apprentices July 1, 2000	Indentures	Cancellations	Completions	Number of Apprentices June 30, 2001
Agricultural Machinery Technician	189	38	27	35	165
Aircraft Maintenance Engineer	33	1	0	8	26
Automotive Service Technician	443	92	76	72	387
Barber Stylist	6	6	0	4	8
Boilermaker	27	9	0	4	32
Bricklayer	19	9	0	1	27
Carpenter	625	182	126	28	653
Cement Finisher	10	1	9	1	1
Cook	171	82	70	24	159
Cosmetologist	587	139	47	80	599
Crane and Hoist Operator	12	2	5	1	8
Sub: Boom Truck Operator "A"	4	3	1	0	6
Sub: Boom TruckOperator "B"	6	2	1	0	7
Sub: Conventional Crane Operator	5	0	1	0	4
Sub: Hoist Operator	0	0	0	0	0
Sub: Hydraulic Crane Operator	8	11	1	0	18
Sub: Tower Crane Operator	0	0	0	0	0
Custom Harvester	0	3	0	0	3
Drywall and Acoustical Mechanic	0	0	0	0	0
Electrician	712	157	89	99	681
Electronics Assembler	0	19	0	0	19
Electronics Technician (C.P.)	4	2	2	0	4
Floorcovering Installer	1	0	1	0	0
Food and Beverage Person	28	0	0	0	28
Glassworker	11	0	2	0	9
Guest Services Representative	15	0	0	2	13
Heavy-Duty Equipment Mechanic	186	45	35	43	153
Horticulture Technician	4	1	1	0	4
Industrial Instrument Mechanic	133	36	38	21	110
Industrial Mechanic (Millwright)	238	102	19	43	278
Insulator	1	0	0	0	1
Ironworker Reinforcing Rebar	0	0	0	0	0
Ironworker Structural	46	13	1	0	58
Locksmith	5	0	2	0	3
Machinist	174	41	22	30	163
Motor Vehicle Body Repairer	145	32	28	25	124
Sub: Motor Vehicle Body Refinisher	3	1	1	0	3
Painter and Decorator	5	1	1	1	4
Partsperson	71	26	8	14	75
Plasterer	9	0	0	0	9
Plumber	397	87	48	36	400
Pork Production Technician	88	39	58	0	69
Power Lineperson	86	36	8	6	108
Refrigeration Mechanic	95	24	12	12	95
Roofer	23	16	8	2	29
Sheet Metal Worker	166	35	31	12	158
Sprinkler Systems Installer	25	10	4	1	30
Steamfitter-Pipefitter	68	13	12	5	64
Steel Fabricator	30	13	13	0	30
Tilesetter	5	3	0	2	6
Truck and Transport Mechanic	100	28	15	14	99
Water Well Driller	2	0	1	0	1
Welder	338	117	27	61	367
Sub: Production Line Welder	8	0	0	0	8
Total	**5367**	**1477**	**851**	**687**	**5306**

ATTENDANCE IN APPRENTICESHIP TECHNICAL TRAINING COURSES BY TRADE AND STAGE OF TRAINING 2000-2001

Attendance in Apprenticeship Training Courses by Trade and Stage of Training 2000-2001					
	Enrolment Levels				
Trade	All Levels	First	Second	Third	Fourth
Agricultural Machinery Technician	113	8	28	41	36
Aircraft Maintenance Engineer	20	1	3	5	11
Automotive Service Technician	263	53	59	85	66
Barber Stylist *	N/A	N/A	N/A	N/A	N/A
Boilermaker	15	8	7	0	N/A
Bricklayer	13	4	4	5	N/A
Carpenter	263	74	65	66	58
Cement Finisher	2	1	1	0	N/A
Cook	101	47	24	30	N/A
Cosmetologist *	N/A	N/A	N/A	N/A	N/A
Crane and Hoist Operator	19	11	3	5	N/A
Custom Harvester	0	0	0	0	N/A
Drywall and Acoustical Mechanic	0	0	0	0	0
Electrician	535	122	167	129	117
Electronics Assembler	12	12	0	N/A	N/A
Electronics Technician (C.P.)	0	0	0	0	0
Floorcovering Installer	0	0	0	0	N/A
Food and Beverage **	0	0	0	0	N/A
Glassworker	1	1	0	0	0
Guest Services Representative **	0	0	0	0	N/A
Heavy-Duty Equipment Mechanic	126	21	22	35	48
Horticulture Technician	0	0	0	0	N/A
Industrial Instrument Mechanic	43	12	12	5	14
Industrial Mechanic (Millwright)	196	45	44	59	48
Insulator	0	0	0	0	N/A
Ironworker Reinforcing Rebar	0	0	0	0	N/A
Ironworker Structural	34	12	11	11	N/A
Locksmith	1	0	1	0	N/A
Machinist	102	10	12	46	34
Motor Vehicle Body Repairer	73	17	5	22	29
MVB Refinisher	0	0	0	N/A	N/A
Painter and Decorator	2	2	0	0	N/A
Partsperson	33	9	12	12	N/A
Plasterer	0	0	0	0	N/A
Plumber	266	91	76	52	47
Pork Production Technician	56	50	6	N/A	N/A
Power Lineman	67	28	17	22	N/A
Refrigeration Mechanic	63	17	24	10	12
Roofer	23	16	5	2	N/A
Sheet Metal Worker	88	35	21	21	11
Sprinkler Systems Installer	15	11	2	2	0
Steamfitter-Pipefitter	48	11	11	14	12
Steel Fabricator	20	8	12	0	N/A
Tilesetter	4	3	1	0	0
Truck and Transport Mechanic	57	10	11	12	24
Water Well Driller	0	0	0	N/A	N/A
Welder	181	44	55	82	N/A
Production Line Welder *	0	0	0	N/A	N/A
TOTAL	2855	794	721	773	567

* Technical training is completed prior to registration.

** Technical training is in partnership with Saskatchewan Tourism.

N/A No applicable training for this Trade/Level

Note: Data is based on activity July 1, 2000 to June 30, 2001

INTERPROVINCIAL STANDARDS EXAMINATION 1999-2001

Interprovincial Standards Examinations, 1999-2001				
	1999-00*		2000-01**	
Trade	Number Examined	Number Passed	Number Examined	Number Passed
Agricultural Machinery Technician	56	46	42	34
Auton otive Service Technician	124	96	84	63
Boilermaker	4	4	5	5
Bricklayer	4	0	5	0
Carpenter	67	49	69	37
Cement Finisher	0	0	0	0
Cook	62	32	92	48
Cosmetologist	200	171	157	153
Crane and Hoist Operator	2	0	2	1
Drywall & Acoustical Mechanic	0	0	0	0
Electrician	120	103	122	111
Electronics Technician (C.P.)	0	0	0	0
Floorcovering Installer	0	0	0	0
Glassworker	1	1	0	0
Heavy-Duty Equipment Mechanic	46	29	68	55
Industrial Instrument Mechanic	39	21	31	28
Industrial Mechanic (Millwright)	58	51	74	60
Insulator	0	0	1	1
Ironworker Structural	11	4	11	6
Machinist	46	44	34	31
Motor Vehicle Body Repairer	25	22	30	26
Subtrade: MVB Refinisher	0	0	1	1
Painter and Decorator	1	1	0	0
Partsperson	28	25	18	18
Plumber	52	41	51	41
Power Lineman	4	1	0	0
Refrigeration Mechanic	19	19	15	11
Roofer	2	2	1	1
Sheet Metal Worker	9	9	12	11
Sprinkler Systems Installer	2	2	1	0
Steamfitter-Pipefitter	28	26	27	25
Steel Fabricator	1	1	0	0
Truck and Transport Mechanic	31	23	27	20
Welder	119	96	120	97
TOTAL	**1161**	**919**	**1100**	**884**

* Data is based on activity July 1, 1999 to June 30, 2000

** Data is based on activity July 1, 2000 to June 30, 2001

INDENTURES, COMPLETIONS, CANCELLATIONS AND APPRENTICES 1996-97 TO 2000-2001

Indentures, Completions, Cancellations and Apprentices 1996-97 to 2000-01

Year	Number of indentures during year	Number of completions during year	Number of cancellations during year	Number of apprentices at end of year
1996-97	1197	523	300	4418
1997-98	1420	334	501	5003
1998-99	1379	670	444	5268
1999-00	1689	725	865	5367
2000-01*	1477	851	687	5306

* Data is based on activity July 1, 2000 to June 30, 2001.

Designated Trades in Saskatchewan

AGRICULTURE
Custom Harvester
Horticulture Technician
Pork Production Technician

CONSTRUCTION
Boilermaker
Bricklayer
Carpenter
Concrete Finisher
Crane and Hoist Operator
- Boom Truck Operator "A"
- Boom Truck Operator "B"
- Conventional Crane Operator
- Hoist Operator
- Hydraulic Crane Operator
- Tower Crane Operator

Drywall and Acoustical Mechanic
Electrician
Floorcovering Installer
Glassworker
Industrial Mechanic (Millwright)
Insulator
Ironworker Reinforcing Rebar
Ironworker Structural
Painter and Decorator
Plasterer
Plumber
Power Lineperson
Refrigeration Mechanic
Roofer
Sheet Metal Worker
Sprinkler Systems Installer
Steamfitter-Pipefitter
- Petroleum Installer Technician

Tilesetter
Water Well Driller

MINING/MANUFACTURING/MAINTENANCE
Electrician
Electronics Assembler
Industrial Instrument Mechanic
Industrial Mechanic (Millwright)
Machinist
Refrigeration Mechanic
Steel Fabricator
Welder
- Production Line Welder

MOTIVE POWER/MECHANICAL REPAIR
Agricultural Machinery Technician
Aircraft Maintenance Engineer Technician
Automotive Service Technician
Heavy-Duty Equipment Technician
Motor Vehicle Body Repairer
- Motor Vehicle Body Refinisher

Partsperson
Truck and Transport Mechanic

TOURISM/HOSPITALITY/SERVICE
Barber-Stylist
Cook
Cosmetologist
Electronics Technician (Consumer Products)
Food and Beverage Person
Guest Services Representative
Locksmith

Saskatchewan Apprenticeship and Trade Certification Commission Offices

Head Office

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